

CMS Net

Paneling and Approvals

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Preface

Legend

In procedures on the following pages, users will see various symbols used.

- ✓ When a procedure is described, the check mark indicates the result of an action.
- ➡ The arrow indicates a content note.

Paneling and Approvals

Overview

This chapter describes how to access and use the Paneling and Approvals function. The function allows the user to:

- Perform Inquiries, View Details and Print Results
 - Verify Provider Paneling, Hospital and Special Care Center Approvals
-

Important Note:

What you need to know about Paneling and Approvals:

- The Provider Services Unit is **owner** of the data, please contact the PSU at **(916) 322-8702** with questions.
- If you need assistance navigating the screens, printing, etc. please contact the CMS Net Help Desk at (916) 327-2378 or toll free (866) 685-8449.
- All data in the Paneling and Approvals function are display only.
- Paneling and Approvals function does not update Vendor Registration in CMS Net.
- The data contained in the Paneled Provider look-up is a replacement of the microfiche distributed quarterly to county CCS Offices.
- A large clean-up effort has taken place before implementing this function, however, there still may be some incomplete data.

The CMS Branch would like to thank, the local county CCS programs, the CMS Provider Services and Information Systems Units, for your assistance in data prep-work, data clean-up, script writing, unit and integration testing of the Paneling and Approvals project.

Continued on next page

Paneling and Approvals, Continued

Steps to Access the Paneling and Approvals Function

Step	Action
1	From the GENERATE REQUESTS/AUTHORIZATIONS, select PANELING AND APPROVALS. Press <Enter>. ✓ A pop-up message displays.
2	Would you like to search? () Approved Hospitals () Paneled Providers () Special Care Centers ----- [Quit]
3	Identify what you would like to search. Press <Enter>.

If...	Then...
The user chooses Approved Hospitals	The system displays the APPROVED HOSPITAL INQUIRY (CMSPR-20) screen.
The user chooses Paneled Providers	The system displays the PANELED PROVIDER INQUIRY (CMSPR-10) screen.
The user chooses Special Care Centers	The system displays the SPECIAL CARE CENTER INQUIRY (CMSPR-30) screen.
The user selects Quit,	The system displays the GENERATE REQUESTS/AUTHORIZATIONS menu.

Continued on next page

Approved Hospitals

Approved Hospital Inquiry

Use the <Down Arrow> to move from field to field. ALL search criteria must be entered in **UPPERCASE**. You may search on a minimum of 1 and a maximum of 3 fields.

CMS NET	APPROVED HOSPITAL INQUIRY	CMSPR-20
Please contact the Children's Medical Services (CMS) Provider Services Unit if you have questions regarding Hospital Approvals.		
Hospital:		
Term:		
County:		

Field Descriptions and Requirements

The following is a table, which describes the fields and defines the requirements used on the Approved Hospital Inquiry screen.

Continued on next page

Approved Hospitals, Continued

Field	Description and Requirements
Hospital	Type a partial or complete hospital name to perform a search. The correct format for entry is UPPERCASE . Example: UNIV OR UNIVERSITY HOSPITAL
Term	Type the term of allowable stay for the Hospital you are searching. You may type a partial or full term description in UPPERCASE . Acceptable values: STANDARD LIMITED LONG LONG REHAB ONLY LONG-REHAB/ACUTE LONG/REHAB ONLY REHAB/ACUTE SPECIAL SPECIAL/REHAB/INPATIENT
County	Type a county to search. You may type a partial county name or press your Help Key for a listing.

Step	Action
1	Press the Action Menu Key. ✓ A pop-up message displays.
2	Select One: () Search () Cancel ----- [Quit]

Continued on next page

Approved Hospitals, Continued

If...	Then...
The user chooses Search	The system displays the Select Approved Hospital: pick-list.
The user chooses Cancel	The system displays the pop-up search pick-list.
The user selects Quit,	The system returns to the APPROVED HOSPITAL INQUIRY (CMSPR-20) screen.

**Search for
Approved
Hospital**

The following are descriptions to identify specific hospital information using the Select Approved Hospital pick-list and the control keys.

Step	Action
1	Select Search from the Action Menu. Press <Enter>. ✓ The Select Approved Hospital pick-list displays.

Select Approved Hospital:	
[X] U.C. IRVINE MEDICAL CENTER 101 CITY DRIVE SOUTH ORANGE, CA 92668	Term: LONG County: ORANGE
[] U.C. IRVINE MEDICAL CENTER REHAB. 101 CITY DRIVE SOUTH ORANGE, CA 92668	Term: LONG/REHAB ONLY County: ORANGE
[] UC/UNIVERSITY HOSPITAL 225 WEST DICKINSON STREET SAN DIEGO, CA 92103	Term: LONG County: SAN DIEGO
[View Details] [Print All] [More] [Quit]	

Continued on next page

Approved Hospitals, Continued

Step	Action
2	<p>If you would like to only view specific Hospital records, use the <Down Arrow>/<Up Arrow> to move through the records. Press <Enter> to select Hospitals for which you would like to see additional information.</p> <p>✓ A [X] marks the record as selected.</p>
3	<p>You may select the following functions from the Select Approved Hospital pick list.</p> <p>View Details – For the records selected with an ‘X’ the View Approved Hospital Screen (CMSPR-50) displays.</p> <p>Print All – Prints all records displayed in the Select Approved Hospital pick list.</p> <p>More – Moves one page forward in the Select Approved Hospital pick list.</p> <p>Previous – Moves one page back in the Select Approved Hospital pick list.</p> <p>Quit – Displays message: No matching Provider was found or selected and returns to the APPROVED HOSPITAL INQUIRY (CMSPR-20) screen.</p>

Continued on next page

Approved Hospitals, Continued

View Approved Hospital

The following are descriptions to view selected approved hospital information.

CMS NET	VIEW APPROVED HOSPITAL	CMSPR-50
<p>Hospital: U.C. IRVINE MEDICAL CENTER</p> <p>Address: 101 CITY DRIVE SOUTH</p> <p style="text-align: center;">ORANGE CA 92668</p> <p>County: ORANGE</p> <p>Term: LONG</p>		

Step	Action
1	All screens are display only. Press <Enter> to advance through the View Approved Hospital screens one page at a time.
2	Press <Enter> until you reach the end of the View Approved Hospitals screens. ✓ The Action Menu displays.
3	Select One: <div style="margin-left: 20px;"> <input type="radio"/> Cancel <input type="radio"/> Print List <div style="border-top: 1px dashed black; width: 150px; margin: 5px 0;"></div> <input type="radio"/> [Quit] </div>

Continued on next page

Approved Hospitals, Continued

If...	Then...
The user chooses Cancel	The system displays the APPROVED HOSPITAL INQUIRY (CMSPR-20) screen.
If the user chooses Print List	The standard DEVICE: prompt displays, type SP and your U number to print.
If the user chooses Quit	The system returns to the VIEW APPROVED HOSPITAL (CMSPR-50) to continue viewing.

Print Approved Hospitals

The following is a sample of the Approved Hospital report.

Approved Hospital Listing	03/01/2002@11:42AM	PAGE 1

Approved Hospitals for County: LOS ANGELES		
ANTELOPE VALLEY HOSPITAL		
1600 WEST AVENUE "J"		
LANCASTER, CA 93534		
County: LOS ANGELES	Term: STANDARD	
CA CHILDREN'S HOSPITAL ASSOCIATION (CCHA)		
4650 SUNSET BOULEVARD		
LOS ANGELES, CA 90027		
County: LOS ANGELES	Term: LONG	
CALIFORNIA MEDICAL CENTER		
1414 SOUTH HOPE STREET		
LOS ANGELES, CA 90015		
County: LOS ANGELES	Term: STANDARD	

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Paneled Providers

Paneled Provider Inquiry

Use the <Down Arrow> to move from field to field. ALL search criteria must be entered in **UPPERCASE**. You may search on a minimum of 1 and a maximum of 3 fields.

CMS NET	PANELED PROVIDER INQUIRY	CMSPR-1
<p>Please contact the Children's Medical Services (CMS) Provider Services Unit if you have questions regarding provider paneling.</p>		
<p>Provider Name:</p>		
<p>Specialty:</p>		
<p>County:</p>		

Field Descriptions and Requirements

The following is a table, which describes the fields and defines the requirements used on the Paneled Provider Inquiry screen.

Continued on next page

Paneled Providers, Continued

Field	Description and Requirements	
Provider Name	Type a partial or complete provider name to perform a search. The correct format for entry is UPPERCASE : LASTNAME,FIRSTNAME. Example: LOP,SA OR LOPEZ,SARAH	
Specialty	Type a partial or complete specialty. The correct format is UPPERCASE .	
	Allergy & Immunology	Orthopedic Surgery
	Cardio-Vascular Surgery	Orthotics
	Child Neurology	Otolaryngology
	Child Psychiatry	Otolaryngology Maxillofacial Surgery
	Clinical Geneticist	Pediatric Surgery
	Colon & Rectal Surgery	Pediatrics
	Dermatology	Pediatrics-Allergy/Immunology
	Endocrinology	Pediatrics-Cardiology
	Genetic Counselor	Pediatrics-Endocrinology
	Internal Medicine	Pediatrics-Hematology/Oncology
	Internal Medicine-Allergy	Pediatrics-Neonatology
	Internal Medicine-Cardiology	Pediatrics-Nephrology
	Internal Medicine-Endocrinology	Physical Medicine & Rehabilitation
	Internal Medicine-Gastroenterology	Physical Therapy
	Internal Medicine-Hematology	Ph.D. Medical Geneticist
	Internal Medicine-Hematology-Oncology	Plastic Surgery
	Internal Medicine-Infectious Disease	Proctology
	Internal Medicine-Nephrology	Prosthetics
	Internal Medicine-Pulmonary Disease	Prosthetics & Orthotics
	Internal Medicine-Rheumatology	Psychiatry
	Neurology	Psychiatry & Neurology
	Neurosurgery	Psychology
	Nuclear Medicine	Radiology
	Nurse Specialist	Social Worker
	Obstetrics and Gynecology	Speech and Hearing
	Occupational Therapy	Speech Therapy/Pathology
	Ophthalmology	Surgery
	Optometry	Surgery-Vascular
	Oral Maxillofacial Surgery	Therapeutic Radiology
	Oral Surgery	Urology
	Orthodontia	
County	Type a county to search. You may type a partial county name or press your Help Key for a listing.	

Continued on next page

Paneled Providers, Continued

Step	Action
1	Press the Action Menu Key. ✓ A pop-up message displays.
2	Select One: () Search () Cancel ----- [Quit]

If...	Then...
The user chooses Search	The system displays the Paneled Provider pick-list.
The user chooses Cancel	The system displays the pop-up search pick-list.
The user selects Quit,	The system returns to the VIEW PANELED PROVIDER (CMSPR-40) screen.

Continued on next page

Paneled Providers, Continued

**Search for
Paneled Provider**

The following are descriptions to identify specific provider information using the Paneled Provider pick-list and the control keys.

Step	Action
1	Select Search from the Action Menu. Press <Enter>.
	✓ The Paneled Provider pick-list displays.

Select Paneled Provider:

[X] LOSASSO,BARRY MD
 3231 WARING COURT STE F
 OCEANSIDE, CA 92056
 PEDIATRIC SURGERY

County: SAN DIEGO
 Prov Dt:
 Panel Dt: 09/01/1987

[?] LOSEY,JANET MAZUREK PT
 961 RICE AVE STE 3
 OXNARD, CA 93030
 PHYSICAL THERAPY

County: VENTURA
 Prov Dt:
 Panel Dt: 10/01/1991

[] LOSEY,ROBERT P. MD
 1100 TRANCAS ST STE 270
 NAPA, CA 94558
 PEDIATRICS

County: NAPA
 Prov Dt:
 Panel Dt: 12/01/1969

[View Details] [Print All] [More] [Quit]

Continued on next page

Paneled Providers, Continued

Step	Action
2	<p>If you would like to only view specific Provider records, use the <Down Arrow>/<Up Arrow> to move through the records. Press <Enter> to select Providers for which you would like to see additional information.</p> <p>✓ A [X] marks the record as selected.</p>
3	<p>You may select the following functions from the Select Paneled Provider pick list.</p> <p>View Details – For the records selected with an ‘X’ the VIEW PANELED PROVIDER (CMSPR-40) screen displays.</p> <p>Print All – Prints all records displayed in the Select Paneled Provider pick list.</p> <p>More – Moves one page forward in the Select Paneled Provider pick list.</p> <p>Previous – Moves one page back in the Select Paneled Provider Hospital pick list.</p> <p>Quit – Displays message: No matching Provider was found or selected and returns to the PANELED PROVIDER INQUIRY (CMSPR-10) screen.</p>

Continued on next page

Paneled Providers, Continued

View Paneled Providers

The following are descriptions to view selected paneled provider information.

CMS NET	VIEW PANELED PROVIDER	CMSPR-40
Name: LOSASSO BARRY		
Title: MD		
Address: 3231 WARING COURT STE F OCEANSIDE CA 92056		
Phone: County: SAN DIEGO		
Specialty: PEDIATRIC SURGERY		
Subspecialty:		
Panel Status: APPROVED		
Panel Date: 09/01/1987		

Step	Action
1	All screens are display only. The cursor will default to the lower right hand corner. Press <Enter> to advance through the View Paneled Provider screens one page at a time.
2	Press <Enter> until you reach the end of the View Paneled Provider screens. ✓ The Action Menu displays.
3	Select One: () Cancel () Print List ----- [Quit]

Continued on next page

Paneled Providers, Continued

If...	Then...
The user chooses Cancel	The system displays the PANELED PROVIDER INQUIRY (CMSPR-10) screen.
If the user chooses Print List	The standard DEVICE: prompt displays, type SP and your U number to print.
If the user chooses Quit	The system returns to the VIEW PANELED PROVIDER (CMSPR-40) to continue viewing.

Print Paneled Providers

The following is a sample of the Paneled Provider report.

Paneled Provider Listing ----- Paneled Providers for County: NAPA Specialty: PEDIATRICS LOSEY, ROBERT P. MD 1100 TRANCAS ST STE 270 NAPA, CA 94558 Specialty: PEDIATRICS Subspecialty: Panel Status: APPROVED Panel Dt: 12/01/1969 Provisional Dt: Paneled Providers for County: SAN DIEGO Specialty: PEDIATRIC SURGERY LOSASSO, BARRY MD 3231 WARING COURT STE F OCEANSIDE, CA 92056 Specialty: PEDIATRIC SURGERY Subspecialty: Panel Status: APPROVED Panel Dt: 09/01/1987 Provisional Dt:	03/06/2002@1:36PM PAGE 1
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Special Care Centers

**Approved
Special Care
Center Inquiry**

Use the <Down Arrow> to move from field to field. ALL search criteria must be entered in **UPPERCASE**. You may search on a minimum of 1 and a maximum of 3 fields. If you perform a search on the Center Number field, this will be the only field searched.

CMS NET	SPECIAL CARE CENTER INQUIRY	CMSPR-30
<p>Please contact the Children's Medical Services (CMS) Provider Services Unit if you have questions regarding Special Care Centers.</p> <p>Special Care Center:</p> <p>Type:</p> <p>County:</p> <p>Center Number:</p>		

**Field
Descriptions and
Requirements**

The following is a table, which describes the fields and defines the requirements used on the Special Care Center Inquiry screen.

Continued on next page

Special Care Centers, Continued

Field	Description and Requirements
Special Care Center	Type a partial or complete Special Care Center name to perform a search. The correct format for entry is UPPERCASE . Example: VALL OR VALLEY CHILDREN
Type	Type the type of Special Care Center you are searching. You may type a partial or full type description in UPPERCASE . Acceptable values: Amniocentesis Center Amputee Center Bone Marrow Transplant Center Cardiac Center Cleft Palate Center Craniofacial Center Cystic Fibrosis & Pulmonary Disease Center Extra Corporeal Membrane Oxygenation(ECMO) Gastrointestinal Center Heart and Lung Transplant Center Heart Transplant Center Hematology/Oncology Center Hemophilia Center Infectious Disease-Immunology Center Liver Transplant Center Metabolic(Incl PKU) &/or Endocrine Centers Miscellaneous Center Miscellaneous Center Neonatal Intensive Care Unit-Community Neonatal Intensive Care Unit-Intermediate Neonatal Intensive Care Unit-Regional NICU – Intermediate Pediatric Intensive Care Unit Rehabilitation Center Renal Center Renal, Dialysis, and Transplant Center Rheumatology Center Selective Posterior Rhizotomy Sickle Cell Disease Center Specified Inherited Neurologic Diseases Spina Bifida Center
County	Type a county to search. You may type a partial county name or press your Help Key for a listing.
Center Number	Type the Special Care Center number you are searching. The format is 1 number, period, 2 numbers, period, 2 numbers. Example: 7.20.21

Continued on next page

Special Care Centers, Continued

Step	Action
1	Press the Action Menu Key. ✓ A pop-up message displays.
2	Select One: () Search () Cancel ----- [Quit]

If...	Then...
The user chooses Search	The system displays the Select Approved Hospital: pick-list.
The user chooses Cancel	The system displays the pop-up search pick-list.
The user selects Quit,	The system returns to the APPROVED HOSPITAL INQUIRY (CMSPR-20) screen.

**Search for
Approved
Special care
Center**

The following are descriptions to identify specific hospital information using the Select Approved Special Care Center pick-list and the control keys.

Continued on next page

Special Care Centers, Continued

Step	Action
1	Select Search from the Action Menu. Press <Enter>.
	✓ The Select Special Care Center pick-list displays.

SELECT SPECIAL CARE CENTER:	
<input type="checkbox"/> ALTA BATES HOSPITAL 3031 TELEGRAPH AVE, SUITE 101 BERKELEY, CA 94705 HEMOPHILIA CENTER	7.15.17 PROVISIONAL County: ALAMEDA (510)204-4444
<input type="checkbox"/> CEDARS-SINAI MEDICAL CENTER 8700 BEVERLY BLVD., ROOM 4310 LOS ANGELES, CA 90048 HEMATOLOGY/ONCOLOGY CENTER	7.16.04 PROVISIONAL County: LOS ANGELES (213)855-6393
<input type="checkbox"/> CHILDREN'S HOSPITAL & HEALTH CENTER OF S PROVISIONAL 6 3020 CHILDREN'S WAY SAN DIEGO, CA 92123-4282 HEMOPHILIA CENTER	7.15.12 County: SAN DIEGO (619)576-1700
<input type="checkbox"/> CHILDREN'S HOSPITAL OF LOS ANGELES 4650 SUNSET BLVD., BOX 54 LOS ANGELES, CA 90027 HEMOPHILIA CENTER	7.15.09 FULL APPROVAL County: LOS ANGELES (213)669-2339
<input type="checkbox"/> CHILDREN'S HOSPITAL OF LOS ANGELES/BONE- APPROVAL 4650 SUNSET BLVD, M.S. #54 LOS ANGELES, CA 90027 HEMATOLOGY/ONCOLOGY CENTER	7.16.12A FULL County: LOS ANGELES (213)669-4628
<p>[View Details] [Print All] [More] [Quit]</p>	

Continued on next page

Special Care Centers, Continued

Step	Action
2	<p>If you would like to only view specific Special Care Center records, use the <Down Arrow>/<Up Arrow> to move through the records. Press <Enter> to select the SCC for which you would like to see additional information.</p> <p>✓ A [X] marks the record as selected.</p>
3	<p>You may select the following functions from the Select Special Care Center pick list.</p> <p>View Details – For the records selected with an ‘X’ the VIEW SPECIAL CARE CENTER (CMSPR-60) screen displays.</p> <p>Print All – Prints all records displayed in the Select Special Care Center pick list.</p> <p>More – Moves one page forward in the Select Special Care Center pick list.</p> <p>Previous – Moves one page back in the Select Special Care Center pick list.</p> <p>Quit – Displays message: No matching Provider was found or selected and returns to the SPECIAL CARE CENTER INQUIRY (CMSPR-30) screen.</p>

Continued on next page

Special Care Centers, Continued

**View Approved
Special Care
Centers**

The following are descriptions to view selected special care center information.

CMS NET	VIEW SPECIAL CARE CENTER	CMSPR-60
Special Care Center: KERN MEDICAL CENTER		
Type: NEONATAL INTENSIVE CARE UNIT-COMMUNITY		
Approval Type: FULL APPROVAL County: KERN		
Date Approved: 03/08/1994 Director: MOHAMMAD M. HARB, M.D.		
Address: 1830 FLOWER STREET		
BAKERSFIELD CA 93305-4197		
Phone: (805)326-2750 Center Number: 7.13.27		

Step	Action
1	All screens are display only. Press <Enter> to advance through the View Special Care Center screens one page at a time.
2	Press <Enter> until you reach the end of the View Special Care Center screens. ✓ The Action Menu displays.
3	Select One: () Cancel () Print List ----- [Quit]

Continued on next page

Special Care Center, Continued

If...	Then...
The user chooses Cancel	The system displays the SPECIAL CARE CENTER INQUIRY (CMSPR-30) screen.
If the user chooses Print List	The standard DEVICE: prompt displays, type SP and your U number to print.
If the user chooses Quit	The system returns to the VIEW SPECIAL CARE CENTER (CMSPR-60) to continue viewing.

**Print Approved
Special Care
Centers**

The following is a sample of the Special Care Center report.

Special Care Center Listing	03/06/2002@2:43PM	PAGE 1

Special Care Centers for County: ALAMEDA		
ALTA BATES HOSPITAL	Center #:	7.15.17
Type: HEMOPHILIA CENTER	Approval Type:	PROVISIONAL
Director: BRADLEY LEWIS, M.D.	Date Approved:	06/09/1986
3031 TELEGRAPH AVE, SUITE 101		
BERKELEY, CA 94705	Ph:	(510)204-4444
CHILDREN'S HOSPITAL OF OAKLAND	Center #:	7.15.03
Type: HEMOPHILIA CENTER	Approval Type:	PROVISIONAL
Director: JOSEPH ADDIEGO, JR. M.D.	Date Approved:	12/03/1986
747 52ND STREET		
OAKLAND, CA 94609	Ph:	(510)428-3377
Special Care Centers for County: FRESNO		
VALLEY CHILDREN'S HOSPITAL	Center #:	7.15.16
Type: HEMOPHILIA CENTER	Approval Type:	FULL APPROVAL
Director: ROBERT C. MIGNACCA, M.D.	Date Approved:	07/30/1981
9300 VALLEY CHILDREN'S PLACE		
MADERA, CA 93638	Ph:	(209)243-5460

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NOTES

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